

Brooke Warren

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EXPERIENCE

Catholic Family Life Associate, Remote — *Project Manager*

July 2023 - Present

- Manage and update the Association website using the WordPress platform.
- Create marketing materials for CFLA, using the brand guide, that are shared on social media and in a monthly newsletter sent through MailChimp.
- Organize communications and promotions for the CFLA national conference, including the conference program and signage.
- Communicate with the Board of Directors to provide for the needs of their commissions and regions.
- Edit webinar videos and upload to our website for members to view.
- Maintain membership database and operate membership registration and renewal.
- Serve as co-chair for the national conference, assisting in planning and making the event a success.

Diocese of Columbus, Columbus, OH — *Marriage Formation Specialist*

March 2022 - July 2023

- Build relationships with clergy and parish staff and support them with all aspects of marriage formation.
- Research and remain informed on best practices and programs for marriage formation, as well as what is being done throughout the Diocese
- Train clergy and parish staff in Pre-Marital Inventories and Mentor Models and support them in using these tools and working with engaged couples as needed.
- Promote and run the Pre-Cana retreats through the diocesan-parish partnership model. This includes managing the retreat logistics, ordering, registration, and set-up.
- Promote and offer opportunities for marriage formation for children, teens, and young adults in an age-appropriate way.
- Create resources for marriage ministry, including content for monthly newsletters, the office webpage, social media posts, etc. using applications like Canva and Photoshop
- Present on marriage and theology of the body at events, parishes,

SUMMARY

Seeking a Junior UX/UI Designer Job

Organized, hardworking, team player

2 years of varying experience in web design

B.S Early Childhood Education
UX/UI Bootcamp

SKILLS

User Research

Conducting user interviews and creating personas and empathy maps based on the findings

Wireframes

Create low-fidelity wireframes based on research and feature prioritizations

Prototyping

Create mid-high fidelity prototypes and iterate based on user testing

Style Guides

Creating and utilizing style guides for a brand in designs

and on the radio.

- Work collaboratively with the Office of Evangelization to plan events and content in conjunction with our digital media team.

St. Matthew the Apostle Church, Columbus, OH — *Marriage Formation and Stewardship Coordinator*

July 2019 - March 2022

- Collaborated with the other members of the Family Life Office to launch The Search as an evangelization tool.
- Organized a retreat for the women of the parish, including theme, speaker, schedule, meals, sign up, and marketing.
- Launched the Walking with Moms in Need program at St. Matthew.
- Created marketing materials for different events and programs at the parish using the adobe suite and Canva.
- Captured headshots of the parish staff and edited them using Photoshop.
- Lead couples through the marriage preparation process at the parish.
- Researched and put into place a new marriage preparation program and new premarital inventory.
- Taught Natural Family Planning to couples.
- Worked with the Diocese and another couple from a partner parish to teach Pre-Cana retreats.

Cloth Diaper Connection, Columbus, OH — *Board Members/Operation Director (Volunteer)*

November 2016 - November 2022

- Managed cloth diaper inventory to ensure diapers were available for client meetings using Excel spreadsheets.
- Scheduled all meetings with clients and other volunteers to get the clients their diapers.
- Worked cooperatively with fellow board members to plan fundraising activities.
- Developed and instituted changes to our application process to provide a shorter time for clients between applying for diapers and receiving the diapers.
- Managed all client communication, including using MailChimp to design and send email marketing.
- Lead meetings with clients providing education and cloth diapers.
- Created marketing materials, including business cards, flyers, and signage.
- Collected and organized client documentation.

EDUCATION

Wright State University, Dayton, OH — *B.S Early Childhood Education*

September 2006 - November 2011

The Ohio State University, Columbus, OH — UX/UI Bootcamp *Certificate*

March 2024 - September 2024

PROJECTS

Department of Education Redesign — Google, Figma

In this redesign, I focused on improving the navigation. Additionally, I reevaluated who the website should be built for and modernized the aesthetics to a more polished, professional style.

Out N About — Google, Figma

This app was created to assist parents in finding activities to do with their children. The focus was on keeping activities local and vetted by other parents in the area.

Food Pantry Modernization — Google, Figma

This redesign focused on the needs of the non-profit, which included accessible information for volunteers and clients. Our team modernized the design and streamlined the navigation for a frustration-free experience.